

APPENDIX III

ASSESSMENT & EVALUATION STAFF

I. MISSION

The Chief, Assessment & Evaluation Staff, is responsible for establishing and maintaining competent professional services for the psychological assessment of TR(S) and covert offices personnel, the evaluation of students enrolled in TR(S) programs of instruction, and the conduct of research and validation based on the performance of individuals in covert activities assignments.

II. FUNCTIONS

The Chief, Assessment & Evaluation Staff, will:

- A. Advise and assist the DD/TR(S), in formulating assessment and evaluation policies and procedures.
- B. Establish and supervise a Psychological Assessment Branch to conduct all such assessments.
- C. Establish and supervise a Training Evaluation Branch to develop and analyze evaluation procedures used by TR(S).
- D. Establish and supervise a Research and Validation Branch to conduct all research and special studies regarding assessment and evaluation problems and operations.

25X1X4

25X1X4

III. BRANCHES

A. Psychological Assessment Branch

1. Mission

25X1X4

2. Functions

25X1X

b. Carry out intensive or brief assessments as required for various types of cases, including staff personnel, covert personnel and persons who present training or adjustment problems.

c. Serve as consultant on psychological problems to the covert offices.

d. Assist in placement of employees who have been assessed.

5. Training Evaluation Branch

1. Mission

The Chief, Training Evaluation Branch, provides staff supervision of, and guidance for, student evaluation programs within TR(S).

2. Functions

The Chief, Training Evaluation Branch shall:

a. Assist in the establishment of reliable and valid training evaluation programs.

b. Maintain liaison with Division and Branch Chiefs within the covert offices to discuss the evaluations of specific students.

c. Develop a comprehensive list of critical requirements of those typical activities for which persons are trained by TR(S).

d. Develop test batteries and other measurements valid to the requirements of the covert offices, to aid in student evaluations.

e. Collaborate with Division Chiefs and chief instructors in TR(S), when requested, in the development of more efficient means of presenting and testing their subjects.

f. Modify continuously the evaluation techniques, by the use of data obtained from frequency distributions of ratings in various courses, item analyses of objective examinations, course evaluations, student interviews, conferences with instructors, and minor research projects

on the reliability of trait ratings.

g. Be available for psychological consultation with specific students, at the request of the Division Chiefs or chief instructors.

h. Assist the TR(S) Division Chiefs in the development of procedures and forms for reporting training evaluation data to covert offices in an objective and meaningful fashion.

i. Control dissemination of training evaluation forms to covert offices.

j. Develop IBM procedures for the recording and analysis of training evaluation data.

k. Prepare periodic reports, based on data gathered in carrying out the general functions of this branch, for the DD/TR(S) on administrative, personnel, and/or training policies and actions of the covert offices which affect training directly or indirectly.

C. Research and Validation Branch

1. Mission

The Chief, Research and Validation Branch, establishes and conducts professional research and validation programs, in order to improve the effectiveness of the other branches of the Assessment and Evaluation Staff.

2. Functions

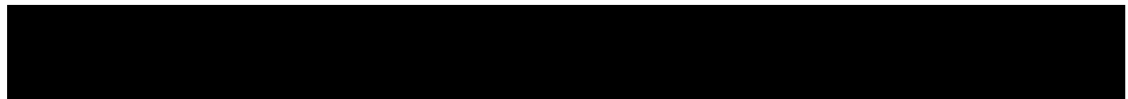
25X1X

The Chief, Research and Validation Branch, shall:



b. Determine the validity of assessment and evaluation procedures.

25X1X



d. Conduct research to define criteria by which the success of individuals in their destined occupations may be appraised and to serve as basis for evaluating assessment procedures.